



## ASSISTANT DIRECTOR – PROCUREMENT DIVISION

Job Code: 1602

EEO Class Code: Professional

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o016

### NATURE OF WORK

This is advanced procurement work with supervisory responsibility in a central procurement operation of the City. The employee in this classification is responsible for directing and supervising operations of the Procurement Division in the absence of the Procurement Director. Emphasis is on planning, assigning, and reviewing the work of buyers and clerical employees engaged in the purchase of various commodities and services for use by the City. Responsibilities include providing administrative support for the Procurement Director.

### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- In the absence of the Procurement Director, directs and supervises a staff of professionals, para-professionals and clerical employees engaged in a variety of procurement and warehousing functions, in accordance with applicable City and Federal laws, regulations, ordinances, and professional ethical practices
- Plans, assigns, and reviews the work of a staff of buyers and clerical employees engaged in purchasing various commodities and services for the City
- Reviews all repetitive purchases to determine where negotiated blanket orders and contractual agreements are economically advantageous
- Maintains vendor and purchase order files and histories to determine buying patterns and needs
- Analyzes pertinent market trends and conditions which impact on the City's purchasing activities with regard to product lines, innovations, availability, reliability, and other factors
- Establishes and maintains working relationships with vendors and City departments to ensure responsiveness to requirements and resolves purchasing problems
- Provides advice and assistance to other departments in the evaluation of products and vendor files
- Develops and recommends new systems and procedures relating to procurement activities.
- Assists the Procurement Director in the training and development of subordinates
- Prepares specifications and bid documents for formal and informal bid requests, requests for proposals, and requests for quotations
- Conducts selection committee meetings and assists in the evaluation Process of RFP's, while acting as non-voting chairman
- Conducts pre-bid conferences with prospective bidders, bid openings, and other various meetings as needed
- Assists in budget preparation for the department
- Performs related work as required

### KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of large scale purchasing methods and procedures
- Considerable knowledge of specifications, grades, qualities, supply sources, and market factors of commodities and services required by the City
- Considerable knowledge of applicable laws, rules, regulations, and ordinances effective in governing the purchase of commodities and services
- Considerable knowledge of supervisory principles and practices
- Knowledge of office practices, procedures, and equipment used in a large-scale purchasing operation
- Ability to assure the completion of large volume procurement assignments on a timely basis
- Ability to perform analyses of conditions affecting large scale purchasing operations

- Ability to establish and maintain effective working relations with subordinates, superiors, vendors, and City personnel
- Ability to supervise subordinates in a manner conducive to full performance and high morale
- Ability to communicate clearly and concisely, verbally and in writing

## MINIMUM REQUIREMENTS

- Graduation from an accredited college or university with a Degree in Business Administration, Accounting, or a related field
- Three (3) years full-time paid experience in the purchasing of commodities and/or materials or inventory control management; or be a Certified Procurement Officer from the National Institute of Governmental Procurement
- Or equivalent combination of training and experience
- Experience may substitute for education on a year-for-year basis

## PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, and pulling

## SUPERVISION RECEIVED

- General and specific assignments are received
- Work is performed with latitude for use of independent judgment subject to direction and policies and procedures established by the Procurement Director

## SUPERVISION EXERCISED

- Directs the work of buyers and clerical assistants
- In the absence of the Procurement Director, will exercise supervision over a staff of professional, para-professional and clerical employees assigned to various division operations